

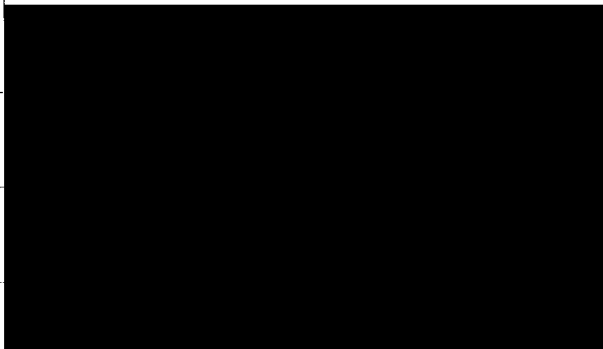
INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM: Executive Secretary, Incentive Awards Committee
Room 29-114
Curie Hall

NO.

DATE

25 November 1953

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Chief, ESD	1-E Curie		25 Nov. 1953	JCR	
Acting Chairman Incentive Awards Committee	223 Curie				
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

ILLEGIB

SECRET

25 November 1953

MEMORANDUM FOR: Acting Personnel Director
Acting Chairman, Incentive Awards Committee

SUBJECT: Meeting of CIA Incentive Awards Committee

25X1A

1. In accordance with the provisions of Regulation [REDACTED] the CIA Incentive Awards Committee will meet on Thursday, 3 December 1953 at 10:00 A.M. in Room 223, Curie Hall.

2. For initial Committee consideration there is one (1) recommendation for Superior Accomplishment and eleven (11) employee suggestions. The recommendation for Superior Accomplishment is outlined in Tab 1; the suggestions, together with the evaluation prepared for each, are summarized in Tabs 2 through 12 and are supplied to you for your advance information. Please bring these incentive award briefs with you to the Committee meeting.

3. In order to provide ample time for discussion of these adopted suggestions and the Superior Accomplishment Award, it would be appreciated if the accompanying briefs could be reviewed in advance.

FOR THE INCENTIVE AWARDS COMMITTEE

[REDACTED]

25X1A

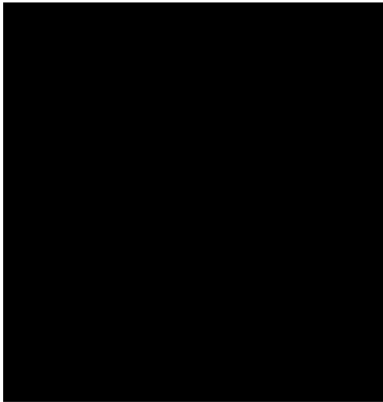
Attachments
Tabs 1 through 12

SECRET
Security Information

SUPERIOR ACCOMPLISHMENT AWARD



	<u>NAME</u>	<u>TAB NO.</u>
25X1A		1

SUGGESTIONS

	<u>NAME</u>	<u>SUGGESTION NO.</u>	<u>TAB NO.</u>
25X1A		237	2
		303	3
		585	4
		279	5
		380	6
		596	7
		233	8
		532	9
		473	10
		248	11
		414	12

The Office of General Services will present information to the Committee relative to criteria and standards for Efficiency Awards to Agency Area Records Officers.

25X1A *****

Mr. , Special Assistant to AD/ORP will present information relative to suggestion No. 237, Mr.  25X1A

MEMORANDUM FOR: Acting Chairman, Incentive Awards Committee
FROM: Executive Secretary, Incentive Awards Committee

25X1A SUBJECT: Award for Superior Accomplishment - Mr. [REDACTED]

25X1A REFERENCE: Paragraph 3a(4), CIA Regulation [REDACTED]

25X1A 1. Agency Regulation [REDACTED] and supporting documents from the
25X1A Chief, EE Division, DD/P, recommending the granting of a within-
grade pay increase as an award to [REDACTED] GS-11, for super-
ior accomplishment have been reviewed to determine compliance with
the standards set forth in the above reference.

25X1A 2. Mr. [REDACTED] supervisor has requested that consideration be
25X1A given for the award of more than one salary step increase in view
of Mr. [REDACTED]'s unusually superior performance. Section 702(a),
Public Law 429, makes provision for only one-step increase within
each of the time periods specified for the grade (52 and 78 calen-
dar weeks). However, since Public Law 110 gives authority to the
Director to determine the salary of employees, this additional step
increase, if recommended by the Committee, could be presented to
the Director for his consideration. For your information, two such
awards were recommended to and approved by the Director in September
1953; however, a similar request for an additional step increase
was disapproved at the 16 October 1953 meeting of the Committee.

25X1A 3. Mr. [REDACTED] compensation is less than the maximum rate for
his grade. He has received no previous advancement as an award
during the past 78 weeks--the prescribed waiting period for a nor-
mal periodic pay increase.

25X1A 4. If the Committee favorably considers an award for Superior
Accomplishment for Mr. [REDACTED], his salary will be increased from
\$5,940 to \$6,140 per annum. If an additional step increase is
recommended to the Director, the salary increase will be to \$6,340.

FOR THE INCENTIVE AWARDS COMMITTEE

25X1A [REDACTED]

25X1A [REDACTED]

~~SECRET~~
Security Information

*Suspended for
request of Mr. [REDACTED], bop*

C O P Y

28 October 1953

MEMORANDUM TO: Personnel Office

SUBJECT: Mr. [REDACTED] - Promotion of

25X1A

In accordance with Regulation [REDACTED], 21 April 1953, it is recommended that a salary increase for superior accomplishment be approved. Justification for this request is attached.

25X1A

/s/

[REDACTED]
Chief, EE

25X1A

C O P Y

~~SECRET~~
Security Information

22 October 1953

Security Information

MEMORANDUM

25X1A

TO:

FROM:

25X1A

SUBJECT: Mr. [REDACTED] - Promotion of

25X1A

1. It is requested that Mr. [REDACTED] be granted at least a one-step increase within his present grade of GS-11 as a reward for superior accomplishment as authorized by CIA Regulation No. [REDACTED] dated 21 April 1953.

25X1A

25X1A

2. Subject has been in grade since September 1952 and has acted as Deputy Chief of the [REDACTED] Branch during the entire period as well as for many months prior to that date. His performance in this capacity has definitely been of superior calibre. While assigned duties as a Deputy Branch Chief, he has on numerous occasions and for extended periods acted as Branch Chief during absences of the latter. Furthermore, he has been responsible for the continued smooth functioning of the [REDACTED] Branch during a period when the Branch has seen the Chief replaced on four separate occasions. In most of these instances the incoming Chief did not have the opportunity of familiarizing himself with the operations and procedures of the Branch and Mr. [REDACTED] was able to supply guidance and assistance of immeasurable value.

25X1A

25X1A

25X1A

3. Subject's duties have encompassed almost every phase of activity encountered within an [REDACTED] Branch. He has developed and established policy, plans and procedures; reviewed and analyzed operations; provided operational guidance to foreign missions; interviewed and recruited staff and operational personnel; provided general branch administration and conducted liaison with and briefings of senior Agency personnel.

4. It is my sincere and honest opinion that Subject has definitely merited more than a one-step increase. A request for promotion of at least one grade is not being submitted at this time primarily because of the fact that Subject has as yet had no field intelligence experience. It must be pointed out that this has in no way been due to any desire or decision of Subject but rather because he could not be released from his present duties due to a lack of a replacement.

25X1A

25X1A

25X1A

~~SECRET~~

Security Information

Employee Suggestion No. 237

25X1A

A. Information About the Suggester:

██████████, GS-12, Librarian, Reference Branch, Library Division,
Office of Collection and Dissemination

B. Summary of the Suggestion:

The suggester proposes the use of a Russian Transliteration procedure chart which he has designed so that untrained clerical and professional employees available throughout the Agency, especially in the Interim Assignment Branch, could be set to work extracting, in transliterated form, information contained in directories, indexes, and journals printed in Russian.

C. Evaluation:

The Assistant to Branch Chief, Soviet Branch, Office of Collection and Dissemination has supplied the Committee with the following evaluation:

"The attached recommendation is a unique method for the indoctrination of relatively low-grade personnel (non-professional ratings) in the intricacies of the Russian alphabet. There is no doubt in my mind that this system would work equally well with professional ratings to give them an "appreciation" knowledge of the Russian letters. This system has been tested on personnel at the Interim Assignment Branch, utilizing clerical ratings, and was found most satisfactory. Personnel without any knowledge of Russian were able to transliterate the 1951 Moscow Telephone Directory thus taking much work off the hands of professional cleared personnel in the Branch. The experiment which was attempted showed that what was to be a six months assignment was accomplished with the aid of the pool personnel, utilizing the suggested method, in a matter of some three months. It is not possible to estimate any financial saving, but it is possible to state categorically that the system is excellent and should be utilized for the purpose of giving unindoctrinated clerks as well as non-language personnel a sufficient appreciation for the Russian alphabet so as to permit their converting the Russian alphabet into the equivalent English transliterations.

"In view of the apparently continuing interest on the Soviet Union and the ever increasing emphasis being placed on the exploitation of Soviet language publications it is believed that much simple routine transliteration could be undertaken by unindoctrinated and non-professional clerical personnel after they have had the benefit of the proposed 'Russian Alphabet Recognition Chart'—if it is within my humble status to name this suggestion.

"I believe that the suggestion should be utilized and adopted for use. I am also of the opinion that its adoption and use would certainly result in considerable saving in the time of professional personnel."

CONFIDENTIAL
Security Information

The Special Assistant to AD/ODR further supplied the Committee with the following information:

"The value which we attribute to the Employee Suggestion No. 237 is well illustrated by the importance which we assign to it in our textbook for the ODR Russian Familiarization Course, a copy of which is attached herewith...."

He further indicated that at present three to four hundred employees are now using the transliteration chart and that training courses in its use are given to ODR personnel. Courses have already been completed and it is planned to extend the training throughout ODR.

Several large projects concerned with IAB personnel in extracting information through the use of the Transliteration Chart are presently underway with a considerable saving of employee man-hours. Before the use of the suggester's chart, there were continual complaints from using sources in regard to overlooked items for translation, etc.

During the first week of November, representatives of the Office of Research and Reports consulted with the IAB for assignment of additional personnel to work on the transliteration project.

Information has been obtained from the Office of Current Intelligence indicating that that Office has very recently effected the use of the Russian Transliteration Chart for use by untrained personnel. They indicate that the use of this chart has been most beneficial to them.

D. Recommendation:

Suggestions of the aforementioned type are difficult to evaluate directly in terms of monetary benefits, although their intrinsic value may be of great worth to the Agency. Therefore, it is suggested that an award be considered by the Committee in keeping with the Scale of Awards for Suggestions With Intangible Benefits.

\$250.00

CONFIDENTIAL
Security Information

Employee Suggestion No. 303

25X1A

A. Information about the Suggester:

[REDACTED], GS-7, Property Supply Supervisor, Supply Div., Logistics Office

B. Summary of the Suggestion:

The suggester proposes the use of manifold carbon sets throughout the Agency in the preparation of correspondence.

C. Present Method:

Except in isolated areas throughout the Agency correspondence is prepared by individual carbon and single sheet manifold paper.

D. Proposed Method:

The suggester proposes that wherever possible manifold carbon sets be used in the preparation of correspondence.

E. Suggester's Estimate of Costs and Savings:

- a. Carbon paper (cheapest variety) 8x10 $\frac{1}{2}$ bx 100 sheets, 56¢
- b. Manifold paper 8x10 $\frac{1}{2}$ 500 sheets, 84¢
- c. Manifold carbon sets 8x10 $\frac{1}{2}$ 500 sets, \$1.75

Assuming the use of a sheet of carbon paper (a.) is used approximately 10 times to each sheet and using as a basis 10 letters per day with original and five copies to each, the following savings are estimated:

- (1) Total cost for 100 letters using manifold paper and carbon, \$1.12.
- (2) Total cost for 100 letters using manifold carbon sets, \$1.75.

Figuring as a basis \$31.75 per annum (GS-4) as the average salary of typists and stenographers the hourly basis may be computed at \$1.52 per hour.

- (3) Average time used preparing 100 letters with paper and carbon, 3 minutes.
 - (4) Average time used preparing 100 letters with manifold sets, 1 minute.
 - (5) Total cost of time used preparing 100 letters with paper and carbon, \$7.60.
 - (6) Total cost of time used preparing 100 letters with carbon sets, \$2.56.
 - (7) Total cost of preparing carbons with present method, \$8.72.
 - (8) Total cost of preparing correspondence using proposed method with carbon sets, \$4.31.
- \$4.41 savings per 100 letters.
- (9) Figuring approximately 5,000 pieces of correspondence per day, the savings would amount to approximately \$220 per day, or \$57,200 per year. This estimate is based on stock issue of paper and carbons through Supply Room.

F. Evaluation:

The Logistics Office has supplied the following information to the Committee:

"...Comparison with respect to cost of the manifold sets versus manifold paper and carbon paper as shown in the suggestion is not entirely correct. The cost of 18 lb. manifold paper is approximately \$2.20 per thousand or .0022 per sheet, cost of carbon paper .62 per 500 sheets or .0062; assuming that you use the carbon paper four times, cost would be .0018 per sheet, add to .0022 = .0040 cost per carbon and manifold paper per sheet, multiplied by 500 = \$2.25 per 500 sets. Compared with cost of manifold carbon sets which is \$1.75 per box, savings per 500 sets would be .50. (Agrees with suggester's estimate.)

It is believed that manifold carbon paper sets would be widely used and it is recommended that the item be established in the Agency as a regular stock item. It is not believed, however, that this item would replace the use of carbon and manifold paper as the manifold sets are normally inferior to the single sheet manifold and carbon paper."

The Chief, General Services Office has supplied the Committee with the additional information following:

1. "Time and motion studies conducted by management engineering firms, and the experience of such agencies as the Veterans' Administration, have indicated that savings can be realized through the use of manifold carbon sets (trade name, "Letterex"). The general use of Letterex is further recognized by the General Services Administration which lists this item in the Federal Supply Catalogue. It is therefore recommended that the suggestion be adopted.

2. An average annual savings on which to base an award has not been estimated for the following reasons:

a. There are no available records on which an estimate of the Agency's production of letters and memoranda can be based.

b. Copy requirements vary considerably and with the advancement of the Correspondence Management Program, the elimination of many extra copies is anticipated.

c. Although studies have provided estimates of time saved through the use of Letterex, common sense dictates a judicious use of such estimates except where savings in "production" typing (i.e., individuals devoting a full day exclusively to typing) are being considered.

In view of the foregoing, it is therefore recommended that the suggester be granted an award based upon the Agency-wide intangible savings in the forms of: Increased production of correspondence without an increase of personnel; and higher morale and better working conditions resulting from less handling of carbon paper by typists.

The Records Management and Distribution Branch proposes to include instructions on the use of Letterex in the Agency Correspondence Manual currently being revised. In the interim, information about Letterex will be disseminated to Area Records Officers in an issue of the Records Management Bulletin. Provision for stocking Letterex in the Agency supply system will be coordinated with the Logistics Office."

The Deputy Chief, General Services, has informed the Committee that the Contact Division, OO and the Logistics Office has now adopted the use of manifold carbon sets in the preparation of some reports.

G. Recommendation:

A telephone inquiry by the Secretary of the Committee to the Deputy Chief, OGS elicited the information that the estimate of savings contained in E (9) above should be considered as not more than 500 letters per day in his opinion. Therefore, based upon this approximate estimate, savings would be \$5,720. It is recommended that the Committee, if in accord with the above, consider an award of \$175 in keeping with the Table of Awards for suggestions with tangible savings.

\$175⁰⁰

Employee Suggestion No. 585

A. Information About the Suggester:

25X1A

██████████, GS-7, Code Supervisor, Signal Center, Office of Commo.

B. Summary of the Suggestion:

The suggester proposes that supply rooms stock pencil sharpener blades, so that procurement of a complete sharpener is not necessary every time the blades become dull.

C. Evaluation:

On 5 November 1953, the Logistics Office advised the Committee that recommendation had been made to the Supply Control Staff that cutters be stocked for issue.

D. Estimated Savings:

Based on 1952 figures, an estimated annual savings can be developed as follows:

\$1.17	-	Cost of pencil sharpener
.59	-	Cost of cutter
<u>0.58</u>	-	Difference in cost
x 750	-	Calculated annual consumption
<u>\$435.00</u>	-	Estimated annual saving

Some allowance should be made for the fact that some sharpeners will become useless beyond salvage each year, and in such cases the complete instrument will have to be replaced. Replacement of cutters, however, can be made easily and quickly, and labor value so consumed should be disregarded.

E. Recommendation:

It is recommended that, in keeping with the Table of Awards, an award of \$25.00 to the suggester be considered by the Committee.

T
OK

CONFIDENTIAL
Security Information

Employee Suggestion No. 279

A. Information About the Suggester:

25X1A

██████████, GS-11, Intelligence Officer, ██████████ Foreign Documents
Division, Office of Operations

25X1A

B. Summary of the Suggestion:

25X1B

C. Evaluation:

The Deputy Assistant Director for Operations has informed the Committee that the suggestion is believed to be a good one which, however, would not result in monetary savings. He suggests further evaluation by the OCD Registers and Geography Division of ORR.

The Chief, Foreign Documents Division states that "it is believed possible that the Registers of OCD and Geography Division, ORR, might be spared some time in research and confusion in determining the proper designation of an industrial installation title or a topographic feature, if a standard presentation of such data were adopted by all reporting units in the intelligence community."

The suggestion was further referred to the Office of Collection and Dissemination, and the CIA Librarian, OCD, has informed the Committee that they are concerned only with that part of the suggestion concerning standardization regarding foreign abbreviations. He states, "At such time as the Library publishes its list of foreign abbreviations, the original abbreviation will appear first followed by the original complete title, and the English translation of the original complete title. All of this will be checked and approved by FDD before publication. There will be no savings to our operations realized by this suggestion."

CONFIDENTIAL

Security Information

On 12 October 1953, the CIA Librarian informed the Executive Secretary that the suggestion will be implemented during the coming spring when the Library publishes its list of foreign abbreviations for Agency reference use. The Deputy CIA Librarian was questioned by the Secretary of the Committee as to whether or not this suggestion could be considered a part of regularly assigned responsibilities, to which a negative reply was given.

That part of the suggestion dealing with foreign names of [REDACTED] streets, etc. was believed to be impractical by the Chief, [REDACTED] in that the cost would greatly exceed the benefits to be derived.

25X1B
STATSPEC

D. Recommendation:

It is recommended that the Committee consider an award in keeping with the Scale of Awards for a suggestion with intangible benefits.

5000

~~CONFIDENTIAL~~
Security Information

Employee Suggestion No. 380

A. Information About the Suggester:

25X1A

[REDACTED], GS-11, Fiscal Accountant, Finance Division

B. Summary of the Suggestion:

The suggester proposes that inter-office memos be answered by a brief note in longhand on the face of the original memo, or, if more space is needed, the reply be typed on the back of the original. It is further proposed that the number of copies of memoranda and other material be kept at an absolute minimum. (The above are two of nine proposals included in the suggestion--the remaining seven were considered to be either already in effect or nonadoptable, and are not herein contained.)

C. Evaluation:

The Office of General Services has evaluated the suggestion as follows:

"...7. Items 7 and 8 of Suggestion No. 380 pertain to reduction of the number of copies of memorandums and other material prepared by offices. Existing instructions in the Correspondence Manual prescribe the number of copies. The number of copies can be controlled by the originating office. Preparation of interoffice memorandums providing for the preparation of a reply in longhand on the face of the original letter will save considerable time and paper. It is a good suggestion and should be used where appropriate throughout the Agency....

"9. We will incorporate the intent of Items 7 and 8, Suggestion 380 in our revised Correspondence Procedures and Instructions now in progress of preparation."

D. Recommendation:

It is recommended that the Committee consider an award to the suggester, the amount to be in keeping with the Scale of Awards for suggestions with intangible benefits.

Handwritten: \$15.00

A. Information About the Suggester:

25X1A

[REDACTED], GS-13, Operations Officer, EE, DD/P

B. Summary of the Suggestion:

The suggester proposes that two coffee lines be established in "K" Building cafeteria during the morning coffee hours (0830 to 1000), one of which would be reserved exclusively for persons who want only one cup.

C. Former Method:

It is contended that too many high-salaried employees were being forced to wait in line an unreasonable length of time for a single cup of coffee while lower-salaried personnel ordered as many as ten cups. At an average hourly rate of \$3.00, every 15 minutes a professional employee was forced to wait in line cost the Government \$0.75.

D. Evaluation:

On 3 November 1953, the Chief, General Services, advised the Committee:

"1. At the present time three (3) coffee lines are open in the morning for the following purposes:

a. Line No. 1 (extreme east side of cafeteria) is established to serve individuals desiring one cup of coffee to drink in the cafeteria.

b. Line No. 2 is a self-service line for those who wish to drink in the cafeteria and for carry-outs.

c. Line No. 3 is for carry-out service only.

"2. Arrangements have been made with the Cafeteria Managers to have signs installed at or adjacent to these various serving lines indicating types of services.

"3. It is the opinion of this office that if Agency personnel adhere to these signs, the results will be favorable."

E. Present Method:

The Office of General Services has advised the Committee that the above mentioned signs have been installed, and that as a result there has been a great improvement in service.

F. Recommendation:

It is recommended that the Committee consider an award to the suggester, the amount to be based on the Scale of Awards for suggestions with intangible benefits.

\$15

Employee Suggestion No. 233

A. Information About the Suggester:

25X1A [REDACTED], GS-9, Intelligence Officer, Materials Division, ORR

B. Summary of the Suggestion:

The suggester proposes the construction of a sidewalk adjacent to the brewery on 25th St., N. W. The street itself is usually very dirty and is often full of water holes. The primary objection, however, is the safety hazard created by the simultaneous use of the road by pedestrians and automobiles.

C. Evaluation:

The suggestion was referred to the Office of General Services on 9 April 1953; on 1 July 1953, that Office advised as follows:

"...In accordance with the suggested action, this Office requested the cooperation of the Engineer of Streets, Government of the District of Columbia in installing a sidewalk along the west side of 25th Street to alleviate the present hazards. Approval was granted and the construction of a rolled cinder and burnt asphalt sidewalk recently has been completed.

"We can see no direct monetary savings to the Agency as a result of this accomplishment. It is our opinion, however, that the employee deserves merit on the basis of his contribution to the improvement of employee morale in helping to rectify a hazardous situation."

D. Recommendation:

It is recommended that an award to the suggester be considered by the Committee in keeping with the Scale of Awards for a safety suggestion with intangible benefits.

\$20.00

Employee Suggestion No. 532

A. Information About the Suggester:

25X1A [REDACTED], GS-12, Investigator (General), Security Division,
Inspection and Security Office

B. Summary of the Suggestion:

The suggester proposes that the operators of the Blind Snack Bars be made to adhere to the posted opening and closing hours. It is contended that a large amount of time is wasted by employees who make trips to the snack bars, only to find them closed at times when they should be open.

C. Evaluation:

On 13 October 1953, the following evaluation was received from the Chief, General Services Office:

"1. Action to insure adherence to scheduled opening and closing times by Agency Blind Stands and Snack Bars has been initiated by this Office.

"2. Through investigation with the Society for the Blind, it has been determined that certain Blind Stands in Buildings I, J, K, and L have been guilty of closing as much as one half hour prior to their scheduled time. Accordingly, orders have been issued by the Society that all stands are to open promptly at 8:30 a.m. and close no earlier than 4:30 p.m. Signs will be posted to this effect in order that all employees may be acquainted with these times."

D. Recommendation:

It is recommended that the Committee consider an award to the suggester, the amount to be in keeping with the Scale of Awards for suggestions with intangible benefits.

\$15

Employee Suggestion No. 473

A. Information About the Suggester:

25X1A

[REDACTED], GS-11, Operations Officer , EE, DD/P
Resigned 28 August 1953

B. Summary of the Suggestion:

The suggester proposes that a security violation be charged against employees who neglect to turn off air-conditioning units when securing offices in the evening. It was further proposed that a custodian be assigned to each air-conditioning machine.

C. Evaluation:

On 9 October 1953, the Chief, General Services Offices, advised the Committee that for some time it has been the practice of the Security Office to consider failure to turn off electrical equipment as a minor violation. However, as no regulation to this effect exists, the General Services Office is issuing a bulletin requesting employee cooperation in this regard, and the Security Office is also planning to issue a notice in its forthcoming quarterly bulletin requesting all employees to include the practice of turning off electrical equipment as a part of their regular security duties at the end of each working day.

Savings to be realized as a result of this additional measure are indeterminate, however, since there is no way of calculating the violations presently occurring. However, the Office of General Services has indicated that, of greater importance, is the safety hazard which would be avoided were the machines secured at the end of the working day. To date, General Services has reported at least two fires which were started by air-conditioning units which were left unattended and running after office hours. Both fires necessitated calling the Metropolitan Fire Department, and because of security reasons, it is believed that any measures taken to avoid similar instances are well worth-while.

D. Recommendation:

It is recommended that an award to the suggester be considered by the Committee with the amount being determined in keeping with the Scale of Awards for suggestions with intangible benefits.

\$20

A. Information About the Suggester:

25X1A

[REDACTED] GS-3, File Clerk, Processing and Records Division,
Personnel Office

B. Summary of the Suggestion:

The suggester proposes that employees who are on unvouchered funds be informed, either by their branches or at indoctrination, of the possibility of obtaining loans from the Credit Union. The suggester feels that such a system would eliminate the need for a large number of credit checks, and would reduce credit check phone calls at the Personnel Office by about 100 per month.

C. Evaluation:

The Chief, PRDS, Personnel Office, supplied the following initial evaluation to the Committee on 11 June 1953:

"...The Personnel Office would favor any reasonable action designed to reduce the current volume of credit calls, especially when the individuals are compensated from unvouchered funds and should not affiliate themselves with the Agency. It is believed that subject suggestion should be adopted through publication of an Agency Notice on this subject for distribution to all employees...."

The Deputy Comptroller concurs with the above.

On 16 October 1953, the Chief, PRDS notified the Committee that the Personnel Office was assuming responsibility for adoption of the suggestion, (this Office has since issued PDM 88-53 on the subject), and added that a resultant savings would undoubtedly be realized by that Office through receipt of fewer phone calls. No adequate basis exists, however, for estimating the per annum amount of savings, but a check with the employee presently responsible for receiving credit calls in the Personnel Office has revealed that an average of 30 calls (of which approximately 1/3 are unvouchered employees) are received daily, and which require from three to twenty minutes each for supplying the desired information. It was further indicated that the time for handling credit calls involving unvouchered employees ranges from ten to twenty minutes.

D. Recommendation:

It is recommended that an award to the suggester be considered by the Committee, the amount to be determined in keeping with the Scale of Awards for suggestions with intangible benefits.

CONFIDENTIAL
Security Information

\$ 10

Employee Suggestion No. 414

A. Information About the Suggester:

25X1A

CS-4, Appointment Clerk, Processing and Records Division,
Personnel Office (Resigned 30 October 1953)

B. Summary of the Suggestion:

The suggester proposes that all CIA bulletin boards be partitioned into four sections by use of painted lines or black scotch tape. It was further suggested that the first three divisions be headed TRANSPORTATION, HOUSING, and MISCELLANEOUS, and that the fourth section be left without a heading and used for CIA (or other) Posters.

C. Present Method:

The present method of blackboard utilization is to place any type of notice anywhere on the bulletin board with a resultant hodge-podge of notices. Anyone looking for a specific type of advertisement must spend a great deal of time scanning the entire board.

D. Proposed Method:

The proposed method would group notices of a similar nature in one section of the board, and would thus provide added convenience to readers, plus cutting down the number of employee-hours spent reading notices.

E. Evaluation:

25X1A

On 20 October 1953, the Deputy Chief, Plans, Research and Development Staff, Personnel Office, advised the Committee that, although Agency regulations do not presently provide for administration of bulletin boards by the Personnel Office, proposed Regulation [REDACTED], Employee Services, contains such a provision, and it is anticipated that this Regulation will be approved for publication in the near future. Therefore, adoption of the suggestion is believed possible and will be effected by the Services Branch of the Personnel Office as soon as regulatory authority exists as a basis for such action.

Although it would be difficult to estimate monetary savings, the improved appearance and increased utility of the bulletin boards should warrant approval of a nominal cash award.

F. Recommendation:

It is recommended that the Committee consider an award to the suggester, the amount to be in keeping with the Scale of Awards for suggestions with intangible benefits.

1500